

**San Diego River Conservancy (SDRC)**  
**Established 2002**  
"Preserving, Restoring and Enhancing the San Diego River"

**Position Available**

**EXECUTIVE OFFICER**  
**(\$6,785 - \$7,337 per month)**  
**San Diego, California**

The San Diego River Conservancy was created by state legislation for the following purposes: (a) To acquire, and manage public lands within one-half mile of either side of the San Diego River, and to provide recreational opportunities, open space, wildlife habitat and species protection, wetland protection and restoration, and protection and maintenance of the quality of the waters in the San Diego River for all beneficial uses, lands for educational uses within the area, and natural floodwater conveyance; and (b) To provide for the public's enjoyment, and to enhance the recreational and educational experience on public lands in the territory consistent with the protection of land and natural resources, as well as economic resources, of the area. Governed by an appointed board of nine voting and two non-voting members, it is a state agency subject to the rules of the State of California.

The Executive Officer is the chief executive officer of the San Diego River Conservancy and has charge of all projects property and personnel. The Executive Officer is appointed by the governing board and serves at the pleasure of the board. The Executive Officer provides advice, assistance and expertise in managing projects and programs and acquiring and managing lands within the San Diego River Area.

Candidates applying for the position should be able to demonstrate, proven ability in leadership and initiative, oral and written communications, public relations, working with public officials, and executive level managerial experience. Candidates should have experience and knowledge of the San Diego River and San Diego regional issues as well as knowledge of state and local government agencies and operations, including state contracting procedures.

To apply, please send a resume and letter of interest to:

Resources Agency  
Attn: Patrick Kemp, Search Committee Coordinator  
1416 9<sup>th</sup> Street, Suite 1311  
Sacramento, CA 95814

Questions may be directed to Patrick Kemp at (916) 653-9707  
Applications will be accepted until the position is filled.

## **Executive Officer**

### **Job Description**

#### **GENERAL DESCRIPTION OF SAN DIEGO RIVER CONSERVANCY**

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#### **GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES**

The Executive Officer shall be appointed by the governing board and serves at the pleasure of the board. This is a full-time position. The Executive Officer shall be the chief executive officer of the San Diego River Conservancy and has charge of all projects and personnel. Under the direction of the Governing Board, the Executive Officer provides advice, assistance and expertise in managing projects and programs and acquiring and managing lands within the San Diego River Area. These duties and responsibilities include, but are not limited to, the following:

1. Serves as the Secretary to the Governing Board and committees created or authorized by the governing board.
2. Manages the conservancy's internal operations, including directing and coordinating the projects and programs of the Conservancy, hiring, and providing overall supervision to the Conservancy staff and/or management of consulting contracts.
3. Prepares and advises the Conservancy and its committees concerning alternative strategies related to policy, programs and implementation.
4. Facilitates negotiations of the governing board and property owners related to dedications and/or purchase of land or conservation easements.
5. Manages the development, maintenance, and security of the lands under the control of the Conservancy.
6. Prepares and administers the annual budget of the Conservancy. Applies for grant funds that may be available from the Federal and State government or private foundations or contributions.

7. Attends and keeps record of the proceedings of the Conservancy, including the preparation and distribution of agendas, minutes and agenda materials for Board meetings.
8. Manages the Conservancy's external relations, including representing the Conservancy at public hearings and meetings, with the media and before the general public; and acting as liaison between the Conservancy and Federal, State and Local governments and community organizations to advance the purposes of the Conservancy.
9. Initiates proposals for generating income necessary for the on-going management and maintenance of the Conservancy lands and programs.

## **Qualifications**

Education: Graduation from an accredited college or university. An advanced degree in business administration, public administration, environmental analysis and management, natural resource management, land use planning, or a related field, is desirable.

Experience: The following experience is desirable:

- Three years of professional experience in either private or public administration or planning at a senior management level.
- Knowledge of state and local government agencies and operations, including state contracting procedures.
- Knowledge of natural and cultural resource management issues.
- Knowledge of the San Diego River and San Diego regional issues.
- Strong oral and written communication skills.
- Strong outreach experience and skills. Experience in working with public officials, community groups and members of the public in the implementation of projects and programs.
- Demonstrated commitment to consensus building and collaboration.
- Experience in budgeting and financial management.